

Chapter 3 - Notification of Death

3-1. General. This chapter outlines reporting procedures incident to the submission of initial death messages and followup communications. The importance of keeping the PNOK and SNOK appropriately informed cannot be overemphasized. Timely submission of this information, particularly when death occurs in overseas areas, enhance the successful conclusion of each instance of death.

3-2. Initial Report of Death

a. Uniformed Services Members. Submit initial reports of death of military members of the Department of Defense (including retired members of the Navy, Naval Reserve, the Fleet Reserve, etc.), and uniformed members of the Coast Guard, Public Health Service, and the National Oceanic and Atmospheric Administration, per instructions in MILPERSMAN and MARCORCASPROC Manual. In addition to all other appropriate information addressees in the chain of command, ensure that copies of all messages are provided to the geographic naval medical commands of the member's duty station and of the area wherein the casualty occurs (see appendix W). Include the member's full name, grade or rate, social security number, and the full name, grade or rate, social security number, and status (e.g., deceased, seriously injured, not injured, etc.) of others directly involved in an incident resulting in multiple casualties.

b. Civilian Employees. When traveling under orders within the 48 contiguous United States, on temporary additional duty outside the 48 contiguous United States, or away from the employing activity, report:

(1) Department of the Navy civilian employees following Civilian Manpower Management Instruction (CMMI) 790.6.

(2) Military Sealift Command civilian personnel following COMSC Instruction 5100.17 (NOTAL).

(3) DOD civilians, when Navy is host and supporting activity, following CMMI 790.6.

c. Dependents. Make an initial report of death when required by the provisions of this chapter for:

(1) Dependents of active duty members.

(2) Dependents of civilian employees.

(3) Dependents of DOD civilian employees serving in an overseas area.

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d. Others. Report other individuals, whose deaths occur on naval reservations or aboard naval ships, per paragraphs 3-3 through 3-5. Report deaths occurring off naval installations when any benefits are furnished. Exempted from the "others" category are indigenous individuals whose deaths occur in trust territories.

3-3. Decedent Affairs Death Reports

a. Transmit decedent affairs death reports (MED 5360-11 MIN: CONSIDERED) required by paragraphs 3-2b, c, and d, by priority precedence message to COMNAVMEDCOM WASHINGTON DC using the format in paragraph c below. Complete all items to ensure expeditious handling of remains to destination.

b. Report, by priority message, subsequent status of remains reports, transportation schedule, or local funeral arrangements.

c. Format

(1) Full name of deceased.

(2) Status - Include basis of eligibility for benefits; name, grade or rate, social security number, and designator of military sponsor; or, if civil service status is involved, the employing agency and name, grade, and social security number of sponsor. In reimbursable situations, report arrangements made to effect reimbursement, the amounts collected, and items for which collection is applicable (pars. 2-3b(7)(a) through (f) refer).

(3) Cause of death (indicate the "apparent" cause if actual cause is unknown).

(4) Date and place of birth, sex, and race.

(5) Date and place of death.

(6) Location of remains and who has custody.

(7) Disposition of remains, including desires of PNOK, if known; date of planned transfer to another military activity or funeral home, if appropriate.

(8) PNOK's full name, relationship, address, and itinerary, if appropriate. If returning from overseas, include U.S. address; if not returning, PNOK's appointed representative in U.S.

(9) Whether PNOK and SNOK have been notified of death and, if negative, reason why notifications have not been made.

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(10) Full name, grade or rate, social security number, and status (deceased, injured, not injured, etc.) of all other involved in the same multiple casualty incident.

(11) Additional details considered appropriate including aid the reporting activity desires from COMNAVMEDCOM, COMNAVMILPERCOM, CMC, or U.S. POE.

d. Information Addressees

(1) COMNAVMILPERSCOM for death of dependents of Navy members in an active duty status.

(2) Navy Finance Center (NAVFINCEN), Cleveland, OH for deaths of retirees and dependents of Navy members in an active duty or inactive duty status.

(3) CMC for deaths occurring at Marine Corps activities, or deaths of dependents of Marine Corps personnel in an active duty status.

(4) Navy area commander (outside the 50 United States) in whose region death occurred, and the Navy area commander (outside the 50 United States) in which the PNOK resides, if known and different from the area in which death occurred.

(5) For overseas deaths, U.S. POE and OMA/NH for the geographical area in which U.S. POE is located.

(6) Naval Civilian Personnel Command, NCPC 09C; Chief of Naval Operations (OP-45); and CMC, as appropriate for deaths of Navy and Marine Corps civilian employees or their dependents.

(7) COMSC and NCPC 09C for deaths of MSC civilian employees, or deaths of any persons onboard MSC vessels.

(8) Cognizant area or subarea commander for death of an MSC civilian employee or any person onboard MSC vessels.

(9) The geographic naval medical command (appendix W) of the area wherein the deceased died and any military activity which may be required to furnish additional information, take separate action to complete the report, or take separate action in the further disposition of remains (see par. 9-1b).

(10) Naval Safety Center, Norfolk, VA, for accidental deaths.

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(11) Office of the Secretary of Defense and NCPC 09C for death of a DOD civilian employee wherein Navy is host and supporting activity.

(12) Other commands and U.S. Government agencies as required (paragraphs 3-4 and 3-5 refer).

(13) Commanding Officer, Naval Medical Data Services Center, Bethesda, MD, for deaths occurring in naval medical treatment facilities (to include persons dead on arrival (DOA)).

3-4. Report of Death to Other U.S. Government Agencies

a. General. Reports in this section (MED 5360-11 MIN:CONSIDERED) are required in addition to the report to COMNAVMEDCOM.

b. U.S. Merchant Seamen. If death occurs in the U.S. or U.S. territories, or on ships under contract to the Military Sealift Command (MSC), request instructions from the contractor with copy to MSC headquarters. If death occurs outside the U.S., report to the nearest State Department representative. If death occurs onboard a naval vessel, request disposition instructions and notification instructions in the message report to COMNAVMEDCOM WASHINGTON DC.

c. Civilian Employees of Other U.S. Government Agencies. Make a report to the agency concerned.

d. Other Civilians Outside the 50 United States. This category includes retirees and veterans. Make a report to the nearest State Department representative. (Requests for transportation of remains in this category via MAC must be submitted through State Department channels (OPNAVINST 4630.25B (NOTAL) refers)).

3-5. Report of Death on Foreign Nationals

a. Training With Naval Service. OPNAVINST 4950.1H (NOTAL) refers.

b. Others. Under report symbol OPNAV 4950-3, make a report to the naval attache or other appropriate representative of the decedent's country.

3-6. Notification to Primary and Secondary Next of Kin

a. Active Duty Members. COMNAVMILPERSCOM and MARCORPS directives provide instructions for notification to the PNOK and SNOK of

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active duty members of the Armed Forces, the Coast Guard, uniformed members of the Public Health Service, and commissioned members of the National Oceanic and Atmospheric Administration (NOAA). They also outline the release of information to news media. (See chapter 9, paragraph 9-2 concerning the release of information to the PNOK on shipment of remains.)

b. Civilian Employees: Agency Other Than Navy. If the PNOK is in the vicinity at the time of death, appropriate notification may be made. Otherwise, the death report required by paragraph 3-4c will request that the PNOK be notified and asked to provide disposition instructions.

c. Foreign Nationals. OPNAVINST 4950.1H (NOTAL) contains notification instructions for deceased Security Assistance Training Program (SATP) and Foreign Military Sales (FMS) personnel. Notification for other foreign nationals at a naval activity, when appropriate and if the PNOK is in the vicinity, will be made only by the naval activity. The notification to the foreign country of the decedent should state whether the PNOK has been notified.

d. Prisoners of War or Interned Enemy Aliens. Instructions will be issued by COMNAVMEDCOM or CMC as appropriate.

e. Others. Other categories of beneficiaries are eligible for some or all decedent affairs benefits. When eligible, notifications of death are considered a decedent affairs function for:

(1) Deaths Outside the 50 United States. For civilian employees of the Military Sealift Command (MSC), notification will be made by the cognizant MSC administrative commander. In other instances, if the PNOK is in the area, notification is the responsibility of the commanding officer of the naval activity where death occurred. Otherwise, COMNAVMEDCOM or CMC will make notification upon being informed that local notification could not be accomplished.

(2) Deaths Within the 50 United States

(a) Civilian Employees of MSC. Notification will be made by the cognizant area (or subarea) commander of the MSC or, upon the area commander's request, by any naval activity.

(b) All Others. If the address of the PNOK is known, notification is the responsibility of the commanding officer of the activity where death occurred. If PNOK's address is unknown, the commanding officer should request the parent activity to make notification.

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3-7. Method of Notification

a. General. When an individual enumerated in paragraphs 3-8a through 3-8f dies while hospitalized in a naval medical facility or other Government hospital and the PNOK has been provided progress reports on the patient's condition and prognosis, the hospital's CO is responsible for notification of the PNOK. Such notification may be made by telegram, telephone, or other expeditious means, or the CO may take action specified in paragraphs 3-7b and 3-7c and accomplish personal notification. Confirm personal notification by telegraphic message or by delivery of the telegraphic message in person (paragraph 3-8 refers). Delivery of the written material should preclude misunderstanding of the substance of any oral notification.

b. Civilian Employees. The following is also applicable to DOD civilians when the Navy is host and supporting activity.

(1) Traveling Under Orders Within the 50 United States or on Temporary Additional Duty Away From Employing Activity. Except as provided in paragraph 3-7a, when the PNOK resides in the immediate vicinity of the employing activity, the commanding officer of the employing activity will request the CAC/FHS program coordinator (appendix R) of the area in which the PNOK resides to appoint a uniformed representative to effect personal notification. Unless requested by COMNAVMEDCOM or by the Naval Civilian Personnel Command (NCPC O9C), further action by the uniformed representative is not required. NCPC O9C will either direct a civilian representative or request the commanding officer of the nearest appropriate naval activity in the vicinity of the PNOK's residence to provide additional help.

(2) Serving Outside the 50 United States. If the PNOK resides in the area of death, action will be taken by the employing activity per paragraph 3-7b(1) or, if applicable, by the commanding officer of the hospital per paragraph 3-7a. When the PNOK resides in the U.S. or away from the place of employment, COMNAVMEDCOM is responsible for action relative to notification and will arrange, through the appropriate CAC/FHS program coordinator, for appointment of a responsible uniformed representative to accomplish personal notification. COMNAVMEDCOM will confirm the notification by telegram to the PNOK. The Naval Civilian Personnel Command, NCPC O9C will then arrange for additional aid to the PNOK as provided in paragraph 3-7b(1).

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c. Dependents

(1) Deaths Within the 50 United States. When feasible make personal notification to the PNOK when sponsor is stationed within the 50 United States (par. 3-7a refers). The commanding officer of the activity where death occurs will notify the sponsor's commanding officer or, if unknown, the appropriate CAC/FHS program coordinator of the area in which the sponsor is stationed. The activity receiving the request for notification is responsible for assuring that a representative is appointed to make notification. The commanding officer of the activity where death occurs will be advised when such notification has been accomplished in order that a confirming message may be released. Request that COMNAVMEDCOM take notification action when the PNOK resides or is deployed outside the 50 United States.

(2) Deaths Outside the 50 United States. If the PNOK resides in the area of death, the commanding officer of the activity where death occurred will take action to accomplish notification. Request that COMNAVMEDCOM take notification action when the PNOK resides in the 50 United States or outside the area of death.

d. Telegrams

(1) Filing. Where the initial notification is made by telegram, and wherein the handling of a telegram on a military circuit with a commercial refile would result in a delay in delivery, the message may be filed directly with the commercial communication facility (paragraph 5-5a refers).

(2) Information Addressees. Information copies will be passed expeditiously and not by mail. Assure that information addressees do not appear on any messages delivered to the PNOK or SNOK.

3-8. Telegram Format. Sample formats below are guides only and can be appropriately modified in carrying out the notification responsibilities assigned in paragraph 3-6. Pay special attention to wording to ensure that statements are appropriate in each instance, and that the PNOK or SNOK is not offered any benefits for which eligibility does not exist.

a. Other Military Personnel Eligible for Decedent Affairs Program Benefits. The formats of messages for use in notifying the PNOK and SNOK of active duty personnel, as set forth in MILPERSMAN and MARCORCASPROC Manual, will be used in notifying the PNOK and

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SNOK of deceased persons within the categories enumerated in paragraphs 2-3b(1)(e), (i), (l), and (m).

b. Navy Employees (and DOD Civilian Employees - When Navy is Host and Supporting Activity). Use one of the following formats for deceased individuals who were traveling on official business, or on authorized travel to or from employment outside the country, territory, or possession of their home.

(1) Format 1. This sample format may be used when the PNOK, because of distance or other factors, is not in a convenient position to make preparation arrangements, and it can be assumed that the PNOK desires the Government to arrange for preparation and transportation of remains. This sample format is not all inclusive and may be modified as appropriate.

I DEEPLY REGRET TO CONFIRM THE DEATH OF YOUR (relationship and name) FROM (cause) AT (place) ON (date). YOU WILL RECEIVE DETAILS BY LETTER. I WISH TO ASSURE YOU OF EVERY POSSIBLE ASSISTANCE TOGETHER WITH MY SINCERE SYMPATHY IN YOUR GREAT LOSS. REMAINS WILL BE PREPARED AND CASKETED AT NO COST TO YOU AND TRANSPORTED TO THE PLACE YOU DESIGNATE. NAVY WILL DEFRAY EXPENSES OF TRANSPORTATION NOT IN EXCESS OF COST OF TRANSPORTATION TO (his or her) HOME OR OFFICIAL STATION, WHICHEVER IS GREATER. PLEASE WIRE COLLECT (command responsible for preparation and casketing) NAME OF FUNERAL ESTABLISHMENT TO WHICH REMAINS ARE TO BE CONSIGNED. IF I CAN AID YOU IN ANY WAY OR IF YOU HAVE ANY SPECIAL REQUESTS, YOU MAY GET IN TOUCH WITH ME IMMEDIATELY BY COLLECT TELEPHONE CALL (number and extension) OR WIRE AT (location).

(2) Format 2. This sample format may be modified for use where the PNOK resides in or near the locality of death and where it may be assumed that the PNOK may be making (or may be in a convenient position to make) preparation arrangements.

IT WAS WITH DEEP REGRET THAT I LEARNED OF THE DEATH OF YOUR (relationship and name) FROM (cause) AT (place) ON (date). I WISH TO ASSURE YOU OF EVERY POSSIBLE ASSISTANCE TOGETHER WITH MY SINCERE SYMPATHY IN YOUR GREAT LOSS. IF YOU DESIRE, THE REMAINS WILL BE PREPARED AND CASKETED AT NO COST TO YOU. NAVY ALSO WILL DEFRAY TRANSPORTATION COSTS NOT IN EXCESS OF COST OF TRANSPORTATION TO (his or her) HOME OR OFFICIAL STATION, WHICHEVER IS GREATER. IF YOU PREFER TO MAKE YOUR OWN ARRANGEMENTS, YOU WILL BE ALLOWED THE AMOUNT THESE SERVICES WOULD HAVE COST THE GOVERNMENT. PLEASE ADVISE (command responsible for preparation and casketing) WHETHER OR NOT YOU DESIRE TO ACCEPT NAVY SERVICES AND, IF LOCAL BURIAL IS

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NOT PLANNED. DESIGNATE FUNERAL ESTABLISHMENT TO WHICH REMAINS ARE TO BE CONSIGNED. IF I CAN AID YOU IN ANY WAY, OR IF YOU HAVE SPECIAL REQUESTS, YOU MAY GET IN TOUCH WITH ME IMMEDIATELY BY COLLECT TELEPHONE CALL (number and extension) OR WIRE (location).

c. Navy Civilian Employees Who are Citizens of the United States, or of a Territory, or of a Possession. If the deceased was traveling on official business within the country, territory, or possession of his or her home but was away from the official station, this message format is suggested.

I DEEPLY REGRET HAVING TO CONFIRM THE DEATH OF YOUR (relationship and name) FROM (cause) AT (place) ON (date). YOU WILL RECEIVE DETAILS BY LETTER. I WISH TO ASSURE YOU OF EVERY POSSIBLE ASSISTANCE TOGETHER WITH MY SINCERE SYMPATHY IN YOUR GREAT LOSS. YOU SHOULD IMMEDIATELY CALL YOUR SELECTED LOCAL FUNERAL HOME AND HAVE THEM CALL A FUNERAL HOME IN (place of death) TO ARRANGE TRANSPORTATION OF (his or her) REMAINS TO PLACE OF BURIAL. THE NAVY WILL REIMBURSE YOU AN AMOUNT NOT TO EXCEED TWO HUNDRED FIFTY DOLLARS TOWARD COSTS OF PREPARATION AND ENCASEMENT OF (his or her) REMAINS AND MAY DEFRAY TRANSPORTATION EXPENSES NOT IN EXCESS OF COST OF TRANSPORTATION TO (his or her) HOME OR OFFICIAL STATION, WHICHEVER IS GREATER. PLEASE NOTIFY COMMANDER, NAVAL MEDICAL COMMAND, WASHINGTON, DC 20372-5120 OF FUNERAL ESTABLISHMENT TO WHICH (his or her) REMAINS ARE TO BE CONSIGNED. IF I CAN AID YOU IN ANY WAY, OR IF YOU HAVE ANY SPECIAL REQUESTS, YOU MAY GET IN TOUCH WITH ME IMMEDIATELY BY COLLECT TELEPHONE CALL AT (number and extension) OR WIRE AT (location).

d. Dependents. This sample format, with appropriate changes as required, is suggested in the death of a dependent. When the PNOK is not present and the death was the result of an accident in which other members of the family were or could have been involved, i.e., a fire in the home or an automobile accident, information concerning their degree of injury and prognosis should be included in the telegram to the PNOK.

I DEEPLY REGRET HAVING TO CONFIRM THE DEATH OF YOUR (relationship and name) FROM (cause) AT (place) ON (date). I WISH TO ASSURE YOU OF EVERY POSSIBLE ASSISTANCE TOGETHER WITH MY SINCERE SYMPATHY IN YOUR GREAT LOSS. NAVY CAN ARRANGE FOR AND DEFRAY EXPENSES OF TRANSPORTATION TO DESTINATION YOU SELECT BUT THERE IS NO AUTHORITY TO DEFRAY COST OF PREPARATION AND CASKETING (his or her) REMAINS. PLEASE INFORM ME BY COLLECT TELEGRAM OF THE NAME AND ADDRESS OF THE FUNERAL ESTABLISHMENT WHICH YOU DESIGNATE (his or her) REMAINS BE RELEASED FOR PREPARATION. IF INTERMENT IS TO BE IN ANOTHER LOCALITY, ALSO INCLUDE IN YOUR TELEGRAM THE NAME AND ADDRESS OF FUNERAL DIRECTOR TO WHOM YOU DESIGNATE REMAINS BE CON-

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SIGNED. IF YOU MAKE YOUR OWN ARRANGEMENTS FOR TRANSPORTATION, YOU MAY BE REIMBURSED AN AMOUNT NOT TO EXCEED WHAT THE NAVY ARRANGEMENTS FOR TRANSPORTATION WOULD HAVE COST. YOU MAY GET IN TOUCH WITH ME BY COLLECT TELEPHONE CALL AT (number and extension) OR WIRE AT (location) IF YOU WISH ME TO AID IN ANY WAY.

e. Veterans Administration Beneficiaries (VAB). When consistent with local arrangements between the commanding officer of a naval MTF and a VA regional office, this format is suggested for VABs who die in naval MTFs.

I DEEPLY REGRET HAVING TO INFORM YOU OF THE DEATH OF YOUR (relationship and name). PLEASE ACCEPT MY SINCERE SYMPATHY IN YOUR GREAT LOSS. ADDITIONAL INFORMATION WILL BE PROVIDED TO YOU BY THE REGIONAL MANAGER, VETERANS ADMINISTRATION (place) WITH WHOM ALL ARRANGEMENTS FOR DISPOSITION OF REMAINS SHOULD BE MADE.

f. Retired, Inactive, Regular or Reserve (Navy or Marine Corps) Members. Except for transportation of certain retired members (par. 2-3b(1)(m) refers), such members are not eligible for DAP benefits. When death occurs in a naval medical facility, use the formats of messages set forth in MILPERSMAN and MARCORCAS PROC Manual, with necessary modifications, for notification of the PNOK and SNOK.

3-9. Condolence Letter. Generally, where notifications are made in conformance with the requirements of this chapter, the commanding officer making such notification should also forward a letter of condolence to the PNOK. The letter, in addition to expressions of condolence, should also contain details of death which the commanding officer deems appropriate. Do not include details which are likely to aggravate or further distress the PNOK.

3-10. Autopsy

a. Other Than Active Duty Members

(1) Autopsy Desired. Incorporate the following in the casualty notification message which requests disposition instructions from the PNOK of other than active duty members when an autopsy is desired but not mandatory:

IN THE INTEREST OF MEDICAL SCIENCE AND TO CONFIRM MEDICAL DIAGNOSIS, REQUEST THAT YOUR TELEGRAM INCLUDE WHETHER OR NOT PERMISSION IS GRANTED TO ACCOMPLISH A POST MORTEM EXAMINATION.

(2) Autopsy Findings. Gross autopsy findings may be released to the CACO for the PNOK upon receipt of a written request

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from the PNOK or the CACO. Time the release of the priority message to coincide with the release of remains for processing. Provide information copies to COMNAVMEDCOM, COMNAVMILPERSCOM, or CM as appropriate, and to the CAC/FHS program coordinator serving the area from which the PNOK's CACO is appointed. In addition to gross autopsy findings, the message may include the cause of death (if not already furnished) and information concerning the possible time of release of the final autopsy report.

b. Active Duty Members. NAVMED P-5065, Autopsy Manual, provides procedures and policies applicable to autopsies for active duty members. Paragraph 3-10a(2) above is applicable to autopsy findings on active duty members.

Chapter 4 - Search, Recovery, and Identification

4-1. General

a. Within and Outside the 48 Contiguous United States. This chapter discusses command functions relating to search, recovery and identification of remains. Normally, the need for these operations results from an incidence of violence, such as an aircraft accident, fire, explosion, or natural disaster. The Manual of the Judge Advocate General (JAGMAN) requires the convening of an administrative fact-finding body when incidents of this nature occur. Responsibility is usually delegated to the naval activity at or nearest the scene of disaster with necessary capabilities. In establishing identification of remains, the physical conduct of search and recovery operations is part of the fact-finding body's functions, with technical aid furnished by appropriate medical authorities. If a decedent affairs officer (DAO) is assigned at the activity charged with investigative responsibilities, the DAO's role should be limited to that of a coordinator maintaining necessary liaison and to assuring that search and recovery operations, as they pertain to handling of remains, are conducted per the general plan suggested in paragraph 4-5.

b. Outside the 48 Contiguous United States. In overseas areas, commanding officers will ensure that two DD 565's, Statement of Recognition of Deceased, signed by different individuals; medical and dental records; and x-rays accompany remains, preferably in the transfer case, to the overseas processing mortuary. Attach a legible (waterproof) tag to each remains showing name, grade or rate, and social security number of the deceased.

4-2. Unusual Identification Problems. Immediately advise, by the methods shown below, the appropriate OMA/NH (appendix F) and COMNAV MEDCOM WASHINGTON DC when identification problems are encountered which cannot be resolved locally. When Marine Corps members are or may be involved, include CMC WASHINGTON DC as information addressee on all messages.

a. In the 48 Contiguous United States. By telephone or priority message.

b. Outside the 48 Contiguous United States. By priority message.

4-3. Coordination With Other Military Activities. Where applicable, requests for aid may be made direct to other military activities within the area.

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a. Within the 48 Contiguous United States. When technical help is required, contact COMNAVMEDCOM by telephone. Commercial - working hours (202) 653-1345 and nonduty hours (202) 653-1327. Autovon - working hours 294-1345 and nonduty hours 294-1327.

b. Outside the 48 Contiguous United States. In overseas areas, including Alaska and Hawaii, the activity responsible for search, recovery, and identification should request such help from the nearest Armed Forces mortuary. In most instances, personnel qualified in search, recovery, and identification procedures are available at these activities for emergency departure to the scene to provide direct aid.

4-4. Other Services Deceased Personnel. In disasters such as aircraft accidents, fires, explosions, etc., involving the deaths of naval members and members of other services (Army, Air Force, Coast Guard, etc.), notify COMNAVMEDCOM immediately by priority message. This assures that immediate interdepartmental coordination is initiated leading, if appropriate, to the early dispatch of necessary supplies, equipment, medical and dental records, and technical personnel (see appendix B). The initial report to COMNAV MEDCOM (MED 5360-13 (MIN:CONSIDERED) - Disaster Involving Other Service Dead), with information copy to CMC if Marine Corps personnel are involved, should include:

a. Name, grade or rate, and social security number of all personnel believed dead or missing.

b. Names of those personnel already positively identified and method of identification.

c. Names of those personnel tentatively identified and state whether remains are anatomically intact.

d. Type and quantity of mortuary supplies, transfer cases, chemicals, and other equipment required.

e. Whether technical help is desired.

4-5. Recovery. Accomplish recovery of remains as quickly as possible. The following general guidelines, relating to recovery operations, should be coordinated with the administrative fact-finding body (par. 4-1 refers).

a. Mapping and Tagging. Prior to movement of any remains at the scene of a disaster, a map should be sketched showing the general contours of the area, fixed landmarks (hills, trees, rocks,

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hedgcrows, etc.) and if an aircraft accident, location of aircraft sections. Remains found within the area should be shown on the sketch by X mark and number. Use consecutive X numbers on the map to identify location of each remains or portions thereof in relation to the overall scene. Tie waterproof tags, bearing the same consecutive X numbers, to each intact remains or separated anatomical part. Use only waterproof, run resistant marking ink, grease pencils, etc.

b. Disaster Scene. In addition to the guidelines provided in 4-5a, initiate guidelines to maintain the integrity of each disaster scene. Recovery personnel must not remove clothing, personal effects, equipment, or ID tags found on or in the pockets of the deceased. All such items found near remains should be marked, bagged, and wrapped together and then attached to the remains to allow systematic examination by qualified personnel. No attempt should be made or permitted to allow on-the-scene identification or examination of personal effects. Keep curiosity seekers out of the area during recovery operations. When the disaster site is in an area under civil domain, military authorities should approach the responsible civil agency with the stated desire to help rather than intrude. In most instances, the civil agency will welcome help on those terms. In any event, full compliance with applicable civil laws and regulations is mandatory.

c. Temporary Morgue Facilities. Set up a temporary facility as near to the disaster site as possible. A warehouse, hangar, or other suitable enclosed secure structure with electricity, and if possible, running water, should be selected. Nearby landing facilities for helicopters should be considered, where feasible.

d. Security. Appropriate military law enforcement personnel will establish and maintain the proper dignity and security of the temporary morgue area. If the temporary facility is not located on or near a military reservation, full cooperation and coordination will be sought from the appropriate civil law enforcement agency to assure adequate security. Only those individuals having assigned duties or official status should be permitted to enter the temporary morgue area.

e. Special Equipment. Depending on the scope of the disaster, several special items of equipment should be considered in setting up the temporary morgue. For example, large refrigerator vans, kept at a temperature of 36-40 degrees F, or 2.2 to 4.4 C, have proven useful in preservation of remains recovered from a crash site and have served as a holding area pending identification processing at temporary morgues. Other items which should be available are:

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(1) Support bar, litter (NSN 6530-00-660-0034), or similar supports.

(2) Autopsy kits, with additional surgical knives, forceps, etc.

(3) Dental examination equipment.

(4) Brushes - tooth, hand, and general scrubbing.

(5) Gloves, rubber - surgical and heavy duty electrical type.

(6) Gowns, coveralls, masks, and rubber aprons.

(7) Scissors - surgical and heavy duty upholsterers type.

(8) Tags, waterproof with wire ties.

(9) Grease pencils.

(10) Fingerprint inking equipment.

(11) Gas masks or similar breathing devices.

(12) Stryker saw.

(13) Human remains pouches.

4-6. Control Officer. When large numbers of remains are involved, designate a control officer prior to the start of identification processing operations. The control officer should control and maintain records on remains flowing from the temporary storage area to the processing area and, after identification requirements are satisfied, to the designated funeral director for preservation. All medical and dental records and other administrative documents should be under the sole control of this officer.

4-7. Identification Processing. Regardless of location, mode of death, or number of persons involved, positive identification of all remains is required. A minimum of two Statements of Recognition of Deceased (DD 565) (appendix H), substantiated by dental or fingerprint comparison (both on intact remains), will support identification requirements. Forward these items inside transfer cases with remains to POEs. The following steps are those most generally useful in identification processing operations.

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a. Carefully remove all clothing, personal effects, equipment jewelry, etc. Replace identification tags, indicating X number with name tags subsequent to establishing identification. Affix the name tag to the great toe of the right foot (when present). Do not remove this tag during processing. Examine each item closely to locate and record laundry, clothing, and equipment markings. Describe in detail all identifying media, i.e., drivers licenses, identification cards, credit cards, and other items found in wallets or on the remains. Record this information on a DD 890, Record of Identification Processing - Effects and Physical Data.

b. Examine remains, locate and record in detail on a DD 893 the location and description of scars, tattoos, birthmarks, and other identifying markings.

c. Prepare a legible Dental Chart or DD 891, Record of Identification Processing-Dental Chart, carefully detailing restorations, missing, impacted, and malposed teeth, as well as soft and hard tissue anomalies for comparison with SF 603, Dental Health Record; antemortem x-rays; or with other naval or civilian dental records. Attach a copy of the SF 603 and x-rays to the DD 891 and mail to COMNAVMEDCOM (MEDCOM-332) upon conclusion of identification processing.

d. Record prints of all fingers on DD 894, Record of Identification Processing-Fingerprint Chart, whenever possible. Local authorities may help in obtaining and comparing legible fingerprints. Coordinate with MEDCOM-332, at number listed in paragraph 4-3b, arrangements for submitting fingerprint charts to the Federal Bureau of Investigation, Washington, DC, for confirmation of identity.

e. Prepare a word picture description of each remains. Include estimated or actual height, weight, age, and race (using anthropometric techniques, if possible). Record other identifying media such as hair color and style (crewcut, long, curly, balding, etc.), general body stature, amputated (past or present) or partially amputated body members, and other distinctive characteristics. Record information on DD 892, Record of Identification Processing-Skeletal Chart, or DD 893, Record of Identification Processing-Anatomical Chart, as applicable, for comparison with the deceased individual's health record.

4-8. Comparison Studies. Use the SF 88, Report of Medical Examination; SF 603, Dental Health Record; and antemortem x-rays; obtained from the parent organization of all personnel known or believed to be involved in a common disaster, to effect comparison studies with the post-mortem identification records prepared on DD

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4-10a

891. Record of Identification Processing-Dental Chart, for each remains. Thoroughly search the medical file to locate all possible identification data.

a. When the medical file reveals that an individual has a history of a bone fracture or other bone anomalies, x-ray the area to confirm or deny the established medical data, if significant.

b. When an SF 603, Dental Health Record, and antemortem x-rays reveal that an individual has a record of missing, impacted, or malposed teeth, or other dental anomalies which may have significant bearing on identification, x-ray the area in question to confirm or deny the established dental data.

c. Duplicate panographic dental radiographs are maintained for all servicemembers by the Defense Medical System Support Center (DMSSC) in Monterey, CA. Procedures for retrieving radiographs may be obtained from COMNAVMEDCOM (MEDCOM-06), by calling Autovon 294-1250 or commercial (202) 653-1250.

4-9. Conclusions. Establish final conclusions only after a thorough study of all evidence. Final conclusions will result in one of the following determinations:

a. Remains individually identified by biological scientific methods.

b. Remains unidentified but their presence in a group of remains is evident or has been scientifically demonstrated.

c. Unknown remains.

4-10. Identified Remains. Remains may be considered identified when the commanding officer is satisfied that identification is established beyond any question of doubt and documented accordingly. Mail copies of identification documents to COMNAVMEDCOM (MEDCOM-332) for record purposes.

a. Within the 48 Contiguous United States. When multiple remains are involved, simultaneous identification processing of all remains is desired. However, anatomically complete remains which have been individually identified may be released for preservation and delivery to the PNOK designated final destination. All other remains, including identified but semi-complete remains, should be held for additional study by identification specialists.

4-10b

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b. Outside the 48 Contiguous United States. When positive identification has been made, anatomically complete remains may be released for preservation and shipment to the destination designated by the PNOK. All documents, including DD 2064, Certificate of Death (Overseas) (appendix S refers); civil death certificate if available; medical and dental records; identification processing papers; and preliminary conclusions will be shipped inside the transfer case with remains. All other remains, including those unidentified and those identified but semi-complete, will be separately wrapped and placed in a sufficient number of transfer cases. Arrange transportation to the appropriate U.S. POE where an identification specialist will intercept and reprocess remains as required. COMNAVMECOM will establish final conclusions and take action required to effect final disposition of all such remains.

4-11. Group Interment. When remains cannot be individually identified, the collective remains will be interred as a group per chapter 16.

4-12. Unidentified Remains

a. Within the 48 contiguous United States, unless already provided, COMNAVMECOM will be advised by message (MED 5360-4 (MIN: CONSIDERED), Unidentified or Group Remains) of any unidentified or group remains. Commingled masses of unidentified remains will not be separated arbitrarily. Activities may request that COMNAVMECOM provide an identification specialist to visit the activity and make a complete review to assure that all possible techniques, methods, and procedures have been employed to accomplish individual, positive identification. Make CMC an information addressee when members of the Marine Corps are or may be involved.

b. Outside the 48 contiguous United States, the provisions of paragraph 4-10b are applicable.

c. COMNAVMECOM (MEDCOM-332) directs disposition of unidentified remains. Hold minute portions of human anatomy pending disposition instructions from COMNAVMECOM.

4-13. Subsequent Recovery of Partial Remains. All anatomical portions of human remains recovered from the scene of a disaster subsequent to release of principal remains to the PNOK will be reported to COMNAVMECOM by priority message, MED 5360-5 (MIN: CONSIDERED). Subsequent Recovery of Partial Remains. Provide all factual information available. Information will not be released to any PNOK, SNOK, family, or news media unless specific instructions are received from COMNAVMECOM.

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4-14. Personal Effects. After having served all collaboration of identification purposes, dispose of personal effects found on or with remains per current instructions in NAVSUP Manual or MARCOR CASPROC Manual, as appropriate.

4-15. Progress Reports. When search, recovery, and identification operations continue for more than 36 hours after a disaster, chronologically numbered progress reports, MED 5360-6 (MIN:CONSIDERED), Search, Recovery, and Identification Operations Progress and/or Unusual Identification Problems, will be dispatched at 24-hour intervals. Include all factual details incident to the operation since last report. Address messages to COMNAVMEDCOM with information copies to COMNAVMILPERSCOM and CMC, as appropriate. Make Commander, U.S. Army Military Personnel Center, ATTN: DAPC-PDC-CD, Casualty and Memorial Affairs Operations Center, Alexandria, VA 22331-0400 (CDRMILPERCEN ALEX VA //DAPC-PDC-CD//) an information addressee if Army personnel are or may be involved and Headquarters, Air Force Engineering and Services Center-DEHM, Tyndall Air Force Base, FL 32403-6001 (HQ AFESC TYNDALL AFB FL //DEHM//) if Air Force personnel are or may be involved.

4-16. Medical Examination of Remains (Autopsy). When a medical examination of remains is required or requested, identification specialists will coordinate the accomplishment thereof subsequent to or simultaneous with the identification processing. This will preclude delay and ensure that methods of identification may be included in the autopsy protocol. Follow NAVMEDCOMINST 5360.3 in disposing of organs removed during an autopsy. NAVMED P-5065, Autopsy Manual, also refers.

Chapter 5 - Mortuary Services

5-1. General. Mortuary services refer to all necessary supplies and services required in the removal, preservation, clothing, casketing, cremation, and inurnment of the remains of individual eligible for DAP benefits. Mortuary services within the contiguous 48 United States are obtained through:

a. Annual fixed price requirement type contracts awarded to funeral directors servicing specified areas.

b. One-time contracts (individual purchase orders) negotiated by naval activities for deaths occurring outside areas served by an annual contract. The Chief of Naval Operations (CNO) has concurred in coordination required to accomplish one-time contracts.

c. Private arrangements made by the PNOK, subject to reimbursement limitations specified in paragraph 11-2.

NOTE: Annual contracts and one-time contracts may be negotiated for only primary services and may not include arrangements for secondary care which is the responsibility of the PNOK and for which an interment allowance is provided (chapter 11 refers).

5-2. Annual Contracts

a. Navy. Annual contracts may be awarded by naval activities within the 48 contiguous United States that anticipate a volume of 10 or more deaths per year. The format and use of the contract is a matter of joint interest and responsibility of COMNAVMEDCOM and NAVSUP. Appendix J is a copy of the current specification (modified for inclusion in this instruction). The schedule portion of the contract has been published in the Federal Acquisitions Regulation (FAR). OMAs/NHs (appendix F) will act as the approving authority for establishing contracts within their area of responsibility, including personally inspecting the funeral establishment prior to selection to ensure that it meets the requirements of appendix D. Any deviation in the format of contracts must be approved by the Federal Acquisitions Regulation Committee, subject to interdepartmental program action. Contracts are awarded on a fiscal-year basis. Bids or offers for annual requirements for the next fiscal year are solicited in April and awarded prior to 1 October. Submit a copy of all contracts to COMNAVMEDCOM (MEDCOM-332) no later than 1 October.

b. Army and Air Force. Whenever practical, naval activities will use annual contracts awarded by the Army or Air Force for care in a geographical area served by such a contract. The OMA/NH will

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identify, in the Army or Air Force contract format, naval activities that may use the services. If not specifically identified, a naval activity may request aid from an Army or Air Force activity when required. Naval activities requesting such aid will furnish appropriation data (par. 11-5) for direct citation by the Army or Air Force activity in payment of authorized primary expenses. Secondary (interment) expenses are paid by the Navy as outlined in paragraph 11-2c.

5-3. One-Time Contracts (Individual Purchase Orders). When annual contracts, including those of the Army and Air Force, are not in effect in an area, obtain necessary supplies and services through negotiation of a one-time contract per current NAVSUP procurement directives. Use the specification portion of the contract as a general guide to identify services and supplies obtained under this method (See note under par. 5-1.). Amounts authorized to obtain primary care by this method are negotiable and are not limited to amounts reimbursable to a PNOK making private primary care arrangements. Confirm arrangements made in purchase order agreements by message to the funeral home with COMNAVMEDCOM as information addressee.

5-4. Private Arrangements by Primary Next of Kin. When private arrangements are made by the PNOK, advise the PNOK to mail one copy of disposition instructions to COMNAVMEDCOM (MEDCOM-332) for record purposes.

a. If the PNOK indicates a desire to make private arrangements for necessary services and supplies, fully apprise the PNOK of the services and supplies available through Navy sources (annual contracts or one-time contracts) and of reimbursement limitations when private arrangements are made (pars. 11-2 and 11-3 refer). Tactfully encourage the PNOK to allow Navy to make all necessary arrangements since greater benefits can be furnished through procedures outlined in paragraphs 5-2 or 5-3.

b. The stated desire of the PNOK is required in the orderly disposition of remains. Format such a statement as follows:

(1) I desire the U.S. Government to
(desire) (do not desire)
assume responsibility for the care, preparation, and transportation
of the remains of John A. Doe, Jr. HMC, United States Navy,
(Name, Grade or Rate, and Branch of Service)
123-45-6789
(Social Security Number)

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(2) The remains are to be consigned to the Forest Lawn
 (Name of
Funeral Home at 123 Easy Street, Anywhere, US
 Funeral Home or National Cemetery) (Address)
12345, 901-555-555 (If remains are consigned to a fun-
 (Zip Code) (Telephone Number)
 eral home, add) for interment in Memorial Gardens
 (Name of Cemetery)

(3) I have been advised of the decedent affairs program benefits and of the amounts for which I may claim reimbursement. I understand that all expenses incurred for funeral and interment services are my responsibility, subject to reimbursements as allowable by the U.S. Government.

S/JOHN A. DOE, Sr.
 (Signature of PNOK or Designee)
Father
 (Relationship to Deceased)

c. When proffered services are refused, ask the PNOK to sign the following statement: I have been advised of decedent affairs program benefits and of the amounts, for both primary and secondary expenses, that I may claim reimbursement. I desire to make private arrangements and I am therefore refusing services that could have been provided by the Government.

d. When the PNOK has completed funeral arrangements prior to receipt of notification of death by naval authorities, the statements outlined in paragraphs 5-4b(1), (2), (3), or 5-4c are not applicable. Follow chapter 11 to reimburse the individual defraying the expenses.

e. When death occurs in a location outside the 48 contiguous United States, paragraph 5-4b(1) may not be applicable since the Government's help in the return of remains is usually desired.

5-5. Authorized Items. The following services and supplies are those most generally required in properly caring for eligible deceased personnel. Do not delay removal and preparation, paragraphs 5-5b and c, while awaiting PNOK desires in acceptance of proffered services or when undue delay is evident in locating or designating a PNOK.

a. Notifications and Confirmations. Notifications, confirmations, or related matters concerning the deceased are normally chargeable to communication funds; however, when these funds are

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not conveniently available to pay for a necessary DAP communication, decedent affairs funds may be charged. This includes commercial telegrams, cables, and telephone calls.

b. Removal. Removal of remains from place of death to designated mortuary establishment or Armed Forces activity.

c. Processing. Preparation of remains including standard preservation treatment, restorative treatment, cosmetology, and dressing or wrapping remains.

d. Casket. Including shipping container. If other than the standard size casket is used, the consignee should be advised by telephone of the exact outside dimensions of the casket and outer case.

e. Cremation. See chapter 7.

f. Urn. Includes engraving when indicated.

g. Clothing. Includes service dress blue uniform or, if not available for Marine Corps deceased, the appropriate winter service uniform, plus authorized accoutrements. Civilian attire is authorized upon specific request of the PNOK.

h. Flags

(1) General. The standard burial flag and plastic flag case to be presented to the PNOK (and to parent or parents if such are other than the PNOK (par. 2-3a(8) refers)) will be issued to the escort or will accompany remains, except for certain military prisoners (par. 2-3b(1)(n) refers). If the PNOK is other than the parent or parents and the PNOK arranges services which are not attended by the parent or parents, the escort will either return the parent's flag to the activity which was responsible for preparation and transportation of the remains, or will give the flag to the CACO assigned to aid the parent or parents. The activity responsible for issuance of flags will initiate appropriate procedures to ensure proper disposition of all flags issued.

(2) Flag for Draping Casket. A flag for draping the casket upon arrival at the destination common carrier terminal, or at a stopover point en route, will also be issued to the escort (par. 10-7a(2)(c)4 refers).

(3) Memorial Flag. A memorial flag may be presented to the PNOK when the remains of military personnel, eligible for Navy DAP

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benefits, are not recovered. Additionally, a flag of equal size is authorized for presentation to the parents if the PNOK is other than a parent of the deceased member.

i. Transportation. Includes common carrier air or rail, funeral coach, and other suitable closed vehicle furnished by a funeral director.

j. Escort. One escort is authorized to accompany remains or cremains of each military member. Escorts are authorized round trip common carrier transportation (one-way first class when necessary) to destination and return to place designated in orders. Escort duty performed in a duty status is on a per diem basis (JFTR U4100 - U4161 and chapter 10 refer).

k. Interment Allowance. See chapter 11.

l. Memorial Services Allowance. See paragraph 11-2c(2).

m. Funeral Directors' Services or Unusual Supplies. Those services or supplies necessary to fulfill specific naval requirements occasioned by exceptional circumstances outside the detail or scope of an existing annual contract or as authorized at the place of consignment.

Chapter 6 - Preparing and Reprocessing Remains

6-1. General. Preservative treatment of all remains should be started as soon as possible after death, especially remains to be transported by common carrier. The naval authority responsible for decedent affairs functions should maintain close coordination with appropriate military and civilian authorities to assure the prompt release and delivery of remains to the mortuary facility. Prepare all remains following approved high standards of the mortuary profession to assure that they are transported to the final destination in their most normal, life-like appearance.

6-2. Outside the 48 Contiguous United States. Geographical areas of responsibility for mortuary operations are as specified in local instructions (e.g., CINCPAC Instruction 5360.2 (NOTAL) and CINCUS NAVEUR/USCOMEASTLANT Instruction 5360.1K (NOTAL) implementing USEUCOM Directive 66-1 (NOTAL)). In areas not covered by one of the aforementioned instructions or by other written authority, contact COMNAVMECOM (MEDCOM-332).

a. Government Mortuaries. Government mortuary facilities are located at various places outside the 48 contiguous United States. They have responsibility for furnishing mortuary services for all eligible categories of military and civilian personnel specified in paragraph 2-3b. Government mortuaries are located:

(1) Navy Facilities

- (a) U.S. Naval Hospital, Guam
- (b) U.S. Naval Hospital, Naples, Italy
- (c) U.S. Naval Hospital, Guantanamo Bay, Cuba

(2) Army Facilities

- (a) Frankfurt, Germany
- (b) Kaiserslautern, Germany
- (c) Vicenza, Italy
- (d) Honolulu, Hawaii
- (e) Seoul, Korea
- (f) Ancon, Republic of Panama

6-2a(3)

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(3) Air Force Facilities

- (a) Lakenheath Air Base, England
- (b) Torrejon Air Base, Madrid, Spain
- (c) Helenikon Air Base, Athens, Greece
- (d) Camp Kinser, Okinawa, Japan
- (e) Clark Air Base, Philippine Islands
- (f) Yokota Air Base, Japan

b. Other Areas. When death occurs in areas not served by facilities listed in paragraph 6-2a, request aid from the senior naval command. In some areas, Department of State sources may have a capability to render advice or aid. The senior naval command may also be able to arrange airlift of remains from the place of death to a point where a Government mortuary (par. 6-2a), or commercial facility is available, or arrange for emergency dispatch of a qualified embalmer from an overseas Government mortuary to the place of death.

c. Refrigeration. Remains may be refrigerated for short periods pending arrival of a transportation vessel or arrival of the embalmer from a Government mortuary indicated in paragraph 6-2b. To minimize cellular deterioration, remains should be refrigerated above the freezing point, 36° to 40° Fahrenheit or 2.2° to 4.4° Centigrade.

d. DD 2064. When remains are transferred to another overseas activity or to a POE in the United States, three signed copies of the DD 2064, Certificate of Death (Overseas), must accompany the remains inside the transfer case. Failure to include the Certificate of Death may cause a serious delay in arrival of remains at the final destination and result in complaints from the family.

6-3. Within the 48 Contiguous United States. Processing of remains is arranged with civilian funeral directors per contracting procedures discussed in chapter 5. Appendix J contains Armed Forces Specifications for preservation of remains by contract funeral directors. These specifications will also be used as guidance in processing all deceased naval personnel.

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6-4b(3)

6-4. Preservation Guide

a. Initial Preservation

(1) Unidentified Remains. When the identity of remains is not known, such remains will be treated only with a 1:3 solution of a commercially accepted cavity fluid. When identification has been accomplished and final identification conclusions reached, preparation will be completed.

(2) Identified Remains. The embalmer will be required to ascertain and comply with State, Federal, and local health and transportation laws concerning processing and transportation of remains. If not already known, the embalmer will contact responsible medical authorities to ascertain the cause of death before starting preservation. The condition of remains and cause of death determines the manner in which preservation is to be accomplished. Inasmuch as interment could, in some instances, be delayed for as much as 10 days, the technique of arterial injection of chemicals in the proper strength must be strictly observed to preclude putrefactive changes and odors (appendix J refers). Additionally:

(a) Adequately suture and seal lacerations, abrasions, and incisions to prevent leakage.

(b) There will be no distension or presence of gases in trunk cavities.

(c) Chemically bleach post-mortem discoloration stains to render them invisible.

(d) Destroy and remove maggots, other parasites, and their breeding media. Allot ample time to allow for dissipation of fumes from chemicals used in destroying parasites and larvae.

b. Supplemental Preservation. Supplemental preservation techniques include:

(1) Thorough aspiration of foreign material, and injection of proper embalming chemicals.

(2) Hypodermic injection of all unembalmed areas, using proper strength chemicals.

(3) Liberal application of hardening compound to charred or mutilated portions. Do not use hardening compounds when remains are to be returned to a POE in the U.S. for identification processing.

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6-6b(1)

(4) Application of chemical packs to localized areas.

(5) Immersion in embalming chemicals.

(6) Thorough spraying with a concentrated solution of commercial grade chemical type deodorant (nonmasking), as required.

(7) Washing remains with an approved disinfectant fluid. All orifices will be disinfected and closed with absorbent cotton.

6-5. Surveillance After Preservation. Regardless of the type of preservative treatment used, all remains will be given necessary post-embalming surveillance with additional preservative measures applied as necessary. Remains will not be shrouded nor dressed, nor placed in the transfer case or casket until this observation period has been completed. However, keep remains covered at all times except when preparation is being accomplished or when an examination is necessary.

6-6. Cosmetizing, Dressing, or Wrapping Remains

a. Outside the 48 Contiguous United States

(1) Cosmetics will not be applied nor will remains be dressed unless they are to be released to the PNOK for either local burial or a funeral service prior to being transported to a POE in the U.S. Remove clothing and cosmetics prior to release for transporting to the U.S.

(2) For transportation to a POE in the U.S., the face, neck, and hands will be given a light coat of emollient base cream. Wrap remains in a clean white cotton sheet and plastic sheeting. Burial clothing will be wrapped in plastic sheeting and secured in the transfer case. Nonviewable intact remains will be dressed at POE.

b. Within the 48 Contiguous United States

(1) Burial Within the 48 Contiguous United States. The contractor is responsible for either dressing remains in the clothing furnished or wrapping nonviewable remains in rubber or plastic sheeting and blanket furnished by the services. If remains are nonviewable and dressing is practicable, clothe in the uniform furnished; otherwise place the uniform over the enshrouded remains in a symmetrical and secure manner (par. 6-6c refers). Contractors must ensure satisfactory appearance, whether remains are dressed or wrapped.

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6-7a(1)

(2) Transportation Outside the 48 Contiguous United States. Follow paragraph 6-6b(1) to accomplish cosmetizing, dressing, and wrapping of remains to be transported outside the 48 contiguous United States. A sealer type casket is required. Arrange transportation for remains and, if appropriate the escort, to the port of debarkation for accomplishment of inspection, reconditioning, and further transfer to the overseas POE in the locality designated by the PNOK. Upon arrival at the overseas POE, approved transportation may be arranged via common carrier directly to the location of the consignee.

c. Mutilated Remains. Neatly wrap mutilated nonviewable remains by spreading a blanket on the dressing table with opposing corners at the head and foot ends of the table. Cover the blanket with a white cotton sheet, followed by a sheet of polyethylene. Two strips of cotton will then be laid down the center of the polyethylene sheet and liberally sprinkled with hardening compound. (Hardening compound and cotton wrapping will not be used when remains are to be returned to a U.S. POE for further identification processing.) Lay remains on the cotton strips that have been coated with hardening compound and cover remains with additional cotton strips. Wrap the polyethylene sheet around the remains and the white cotton sheet around the polyethylene sheeting. The blanket will then be wrapped over the white cotton sheet and secured by large safety pins placed no more than 8 inches (20.0 cm) apart. An appropriate uniform will then be placed symmetrically on top of the remains.

6-7. Burial Clothing and Accoutrements. Suitable (new or in near new condition) burial clothing, accoutrements, and religious or fraternal insignia will be obtained and transmitted to the funeral director or mortuary responsible for preparing remains. When required suitable items of clothing, insignia, etc., are not available for individuals who die outside the 48 contiguous United States, information, with size estimates, will be furnished the U.S. POE as soon as possible ensuring that port personnel can expeditiously obtain the items. Clothing and accoutrements authorized for burial are:

a. Navy and Marine Corps Members

(1) The service dress blue uniform, or if not available for Marine Corps deceased personnel, the appropriate winter service uniform (including cap and shoes if requested or required) plus underwear and hose. Authorized insignia, devices, badges, and decorations will also be provided. Items will be obtained as follows:

6-7a(1)(a)

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(a) Withdrawn from the deceased person's personal effects provided items are in a serviceable (new or near new) condition. Clothing will be washed or dry cleaned, chargeable to DAP funds.

(b) If a complete and presentable uniform is not among the personal effects of the deceased person, purchase necessary uniform items specified above from the Navy Retail Clothing Store, Navy Exchange Uniform Shop, Marine Corps Clothing Store, or commercial sources when not otherwise available. Insignia, devices, badges, and decorations for officers and enlisted may be purchased either from the base exchange or from commercial sources. White gloves may be obtained for damaged hands. All purchases will be charged to DAP funds.

(2) When requested by the PNOK, remains may be attired in a white uniform or civilian clothing consisting of appropriate outer clothing, underwear, hose, and if specifically requested, shoes. Items of clothing in the individual's possession at time of death should be used if available and in satisfactory condition.

(3) When enlisted personnel have reverted from commissioned officer or warrant officer status, an officer or warrant officer uniform, as appropriate, may be provided if the PNOK so desires. The individual's uniform may be used, if appropriate, with proper braid and insignia added. Insignia of individual's grade will be consistent with the highest active duty or Reserve officer or warrant officer grade attained by the deceased. If the PNOK desires to furnish a uniform not currently authorized, that uniform is acceptable burial dress provided it was authorized during the period the member was in an officer or warrant officer status.

b. Army and Air Force Members. Necessary clothing and accoutrements for deceased Army and Air Force personnel will be obtained from the nearest Army or Air Force installation or through local purchase when authorized by those services.

c. Civilian Employees. Clothing authorized for burial of eligible civilian employees consists of suitable outer clothing, underwear, hose, and if requested or required, shoes. Clothing in the individual's possession at time of death will be used when available and suitable.

d. Enemy Prisoners and Aliens. Clothing for eligible enemy prisoners and aliens consists of a suitable U.S. military uniform (from which all decorations, insignia, or other evidence of member-

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ship in the armed services of the United States have been removed), underwear, and hose; or suitable civilian clothing.

6-8. Placement of Remains in Casket or Transfer Case

a. Death From Contagious or Communicable Diseases. When death was the result of a contagious or communicable disease, remains, after embalming, will be placed immediately in a transfer case or specification casket. The transfer case or casket, as appropriate, will be closed immediately and a gummed label, 2" x 4" (5.0 x 10.0 cm), marked "CONTAGIOUS", will be affixed to the outside of the receptacle at the head end. (Information concerning diseases considered contagious may be obtained from local or State health officials.) Caskets should also be tagged on nonviewable remains. Include this information in transportation messages to consignee.

b. Death From Other Causes. Place remains in a specification casket or transfer case in a manner that will create an appearance of rest and composure. Take precautions to ensure maintenance of position during transit.

c. Remains Returned in Transfer Case. Each remains to be returned in a transfer case will be wrapped in a white cotton sheet plus a second wrapping in a polyethylene cover (either a bag, plastic (NSN 9930-00-927-4569 (DGSC)) or plastic sheeting, (NSN 8135-00-584-0610 (GSA)) and sealed with 2-inch (5.0 cm) pressure sensitive tape (NSN 7510-00-852-8180), or heat sealed.

d. Consignment to an Overseas Area From a Point in the U.S. When preparation and encasement has been arranged by the PNOK, emphasize that a sealer type casket is required for remains consigned to an overseas area from a point in the U.S. Paragraph 9-3g refers to use of a transfer case.

6-9. Caskets. Refer to appendix J for current specifications.

a. Standard Size. The standard size casket is 18 gauge Silvertone metal sealer, cut top. Inside dimensions will not be less than 78" (1.98 m) in length, measured from the inner surfaces of the end panels and 23" (58.4 cm) in width, measured between the inner surfaces of the side panels.

b. Oversize. The oversize casket is 18 gauge Silvertone metal sealer, cut top. Inside dimensions will not be less than 81" (2.06 m) in length, measured from the inner surfaces of the end panels and 25" (63.5 cm) in width, measured between the inner surfaces of the side panels.

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6-10. Reprocessing at U.S. POE. Any discrepancies in preservation by an overseas activity will be reported to COMNAVMEDCOM (MEDCOM-332) on DD 2062, Record of Preparation and Disposition of Remains (Outside CONUS), with a copy to the overseas activity responsible for preparation of remains. Reprocessing at POE will include:

a. Removal of body from the transfer case and examination for uniformity and completeness of preservation.

b. Removal of all shrouds to accomplish surveillance for identification. Includes thoroughly examining remains and comparing physical characteristics against information in accompanying documents and documents on hand, specifically noting the name tag affixed to the remains. Any discrepancies observed in this examination must be resolved in coordination with COMNAVMEDCOM prior to release of remains.

c. Accomplishment of additional preservative treatment and restorative art work.

d. Cosmetizing, dressing, and casketing remains returned in a transfer case.

6-11. Inspection of Remains, Casket, and Shipping Container in the U.S. The DAO is responsible for expediting arrangements for transportation of deceased personnel to destination and for ensuring that required timely inspections are made. This responsibility includes appropriate arrangements for availability at all times, including Saturdays, Sundays, and holidays, of personnel qualified to perform inspections of services and supplies. Use the reverse of DD 2062 or DD 2063 as a checklist guide for inspection of remains and casket.

6-12. Acceptance of Supplies and Services. Before acceptance of supplies and services, and before delivery or release for transportation of remains is authorized, the DAO will personally ensure that all supplies and services furnished by the contract funeral director meet current Navy specifications.